Creating a New Bibliographic Record in Koha with RDA guidelines

Prior to creating a bibliographic record in Koha, there are terms you will need to know.

MARC records are broken down into fields. There is a field for the author, a field for the title information, and so forth. Each field is identified by a 3-digit number called a tag. A tag identifies the field - the kind of data that follows. In the example below, the number 245 is the tag for the title information.

Most tags are followed by two character positions called indicators. Indicators supply information about the field for displaying, indexing, or other system functions. Numbers in the indicator positions have assigned meanings, and in some fields a blank space is meaningful. There may be a number in both positions, a number in one position and a blank in the other, or two blank spaces. Each tag has its own rules as to how the indicators should be completed.

Most fields contain several related pieces of data. Each type of data within the field is called a subfield.

For a more extensive explanation of MARC records, please refer to the following website:
http://www.loc.gov/marc
From the Koha home page, select ‘Add MARC record’ under the Cataloging section. Select [New Record] and choose a format. You will need to fill in the following tags:

000 - Leader

003 – control number identifier (code for library creating the record, ex. GIP for Grand Island Public Library)

007 – physical description fixed field-general information (includes coding that determines icon display in the OPAC)

008 – fixed length data elements – general information

020 - ISBN

040 – cataloging source (inputting library’s symbol, ex. GIP)

100 – author’s name

245 - #a title : #b subtitle / #c remainder of title page transcription/Statement of responsibility

264 - #a place of publication; #b publisher, #c date of publication.

300 - #a number of pages : #b illustrations, #c dimensions.

336 - #a content type item #b content type code #2 Source #3 Materials specified

337 - #a media type item #b media typed code #2 Source #3 Materials specified

338 - #a Carrier type term #b carrier type code #2 Source #3 Materials specified

490 - #a series title; #v series number.

500-520 – General notes

600-651 – Subject added entry

7XX – Added entry – 700 Personal name; 710 Corporate name

830 - #a title series, #v series number.

912 – Initials and library code of the person who created the record (ex. GIP)
To edit this field, click the ellipses (---) at the end of the tag:
000 (cont.) - Clicking the ellipses (---) will display the following screen. The appropriate values have already been assigned (for a book format). The code in “18 – Descriptive cataloging form” needs changed to “i-ISBD” for RDA. Then click [OK]

If you are cataloging another format, ONLY edit line #6a – type of record. Select the appropriate ‘type of record’ from the drop-down menu (ex. a music CD would be j, a DVD would be g, etc.) Click ‘ok’ to save your changes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>language material</td>
</tr>
<tr>
<td>c</td>
<td>printed music</td>
</tr>
<tr>
<td>d</td>
<td>manuscript music</td>
</tr>
<tr>
<td>e</td>
<td>cartographic material (printed maps)</td>
</tr>
<tr>
<td>f</td>
<td>manuscript map</td>
</tr>
<tr>
<td>g</td>
<td>video recordings and other projected media</td>
</tr>
<tr>
<td>i</td>
<td>nonmusical sound recordings</td>
</tr>
<tr>
<td>j</td>
<td>musical sound recording</td>
</tr>
<tr>
<td>k</td>
<td>two-dimensional non-projectable graphic</td>
</tr>
<tr>
<td>m</td>
<td>computer files (e.g. CD-ROMs)</td>
</tr>
<tr>
<td>o</td>
<td>kit</td>
</tr>
<tr>
<td>p</td>
<td>mixed material</td>
</tr>
<tr>
<td>r</td>
<td>three-dimensional artifact or naturally occurring object</td>
</tr>
<tr>
<td>t</td>
<td>manuscript language material</td>
</tr>
</tbody>
</table>
003 CONTROL NUMBER IDENTIFIER and 040 CATALOGING SOURCE

These fields help other members of the consortium identify who created the bibliographic record.

Enter your libraries organizational code in both the 003 field and the 040 $a field. For example, Grand Island is using GIP. The indicators for tag 040 should be left blank.

040 CATALOGING SOURCE

$a and $c is used to indicate the original cataloging agency and transcribing agency, i.e. GIP

$b is used to indicate language of the agency doing the cataloging. We use eng for English.

$e should contain the code rda to show that the record was created using the RDA standard.
007 PHYSICAL DESCRIPTION FIXED FIELD

Click on the field ellipses (---) to display the following window. Exa. If you are cataloging a book, use the given defaults and just click ‘ok’ to populate the field.
To edit this field, click the ellipses (---) at the end of the tag:

008 - The following window will be displayed. Changeable fields are indicated with down arrows. Complete each changeable field with the correct information for the item you are cataloging (you may not need to change each field).
008 (cont.) – for example, if cataloging an adult item, you would choose ‘e’ for adult under the target audience.

Click [ok] after all selections are complete.
020/024  INTERNATIONAL STANDARD BOOK NUMBER (ISBN) and 024 -Other standard identifier

Click on the field text to display the subfields. Enter the ISBN number in subfield $a. The indicators should be left blank. The 024 is used for DVD UPCs:
100 MAIN ENTRY--PERSONAL NAME.
Click the '1' tab to open the 1xx tags:

100 - Click on the field text to display the subfields:
100 (cont.) – enter the author’s name in subfield a. Format as follows: Last name, first name, middle initial.

The first indicator should be a ‘1’ and the second indicator is blank. 

Indicators
245 - Click on the field text for the ‘TITLE STATEMENT’ to expand the tag, displaying subfields '$a' and '$b'.

Enter the title information in subfield $a. If there is a subtitle, enter it in subfield $b.

PUNCTUATION ACCORDING TO ISBD PRINCIPLES-

Note punctuation in subfields “$a” and “$b”. In subfield “$b” the first word is not capitalized. Punctuation between subfield “$a” and “$b” should be a space : space

Subfield $a Title - In records formulated according to ISBD principles, subfield $a includes all the information up to and including the first mark of ISBD punctuation, i.e., an equal sign (=), a colon (:), a semicolon (;), or a slash (/).

245 Punctuation rules
• Precede each parallel title by an equals sign.
• Precede each unit of other title information by a colon.
• Precede the first statement of responsibility by a diagonal slash.
• Precede each subsequent statement of responsibility by a semicolon, etc.
• In ISBD format, the colon, equals sign and slash are used as standard punctuation to separate the title from the other title, parallel title and statement of responsibility respectively.

245 - Examples

245 field: • Add a period when field ends with an abbreviation/initial with a period or a mark of punctuation other than a period

› 245 00 Fourteen hours.
› 245 00 SPSS tutorial : ßb software primer.
› 245 13 … / ßc collected by Chet Williams.
› 245 00 Is this just for practice?.
› 245 02 A history of A.B.C..
› 245 00 Operation "Quick-freeze".
› 245 14 … / ßc Gabe Alberts, Jr..
› 245 10 … / ßc painted by Sam Gibson, et al..

Exa. 245 10 $a Life of Lincoln : $b as we remember it / $c Mary Jane Nielsen.

<table>
<thead>
<tr>
<th>245</th>
<th>0</th>
<th>0</th>
<th>Oklahoma ; ßb Carousel ; South Pacific / ßc [music by] Rodgers &amp; [words by] Hammerstein.</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1</td>
<td>4</td>
<td>The most of S.J. Perelman / ßc foreword by Dorothy Parker ; afterword by Philip Hamburger.</td>
</tr>
<tr>
<td>245</td>
<td>1</td>
<td>0</td>
<td>H.G. Wells and the world state / ßc W. Warren Waggar.</td>
</tr>
</tbody>
</table>

Indicator values for the 245 tag vary, depending on the title. The first indicator is the Title added entry and should be a ‘0’ for - No title added entry indicating a title main entry; i.e. no author given. The first indicator should be a ‘1’ for - Title added entry used as the proper indicator when an author is given in 1XX; the most common situation. The second indicator is determined by the first word of the title. If the title begins with ‘A’ (A Face at the Window), the second indicator is a ‘2’. If the title begins with ‘An’ (An Affair to Remember), the second indicator is a ‘3’. If the title begins with ‘The’ (The Ugly Truth), the second indicator is a ‘4’. Otherwise, (From Here to Eternity), the second indicator will be a ‘0’.

Subfield $b Remainder of title - In records formulated according to ISBD principles, subfield $b contains all the data following the first mark of ISBD punctuation and up to and including the next mark of ISBD punctuation. That next mark of punctuation may be a slash ( / ) introducing the first statement of responsibility, a period ( . ) preceding the number of a part/section of a work (subfield $n), or a period ( . ) preceding the name of a part/section of a work (subfield $p).
| 245 | 1 | 0 | Ceramic forum international : ‡b CFI : Berichte der DKG. |
| 245 | 1 | 0 | Private eyeballs : ‡b a golden treasury of bad taste / ‡c selected and edited by Lord Gnome. |
| 245 | 1 | 0 | Mermaids in paradise : ‡b a novel / ‡c Lydia Millet. |

**Subfield $c Statement of responsibility, etc.** - In records formulated according to ISBD principles, subfield $c contains all the data following the first slash (/).

| 245 | 1 | 4 | The plays of Oscar Wilde / ‡c Alan Bird. |
| 245 | 1 | 0 | Management report. ‡n Part I / ‡c U.S. Navy's Military Sealift Command. |
| 245 | 1 | 4 | The analysis of the law / ‡c Sir Matthew Hale. The students companion / Giles Jacob. |

**RDA standards indicate you may transcribe all authors, regardless of number (no more rule of three).**
264 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)
Click on the field text to display subfields $a, $b and $c:
Use a 264 field for publication information, not a 260 field. The 264 field contains publication information, the first indicator should be blank, and the second indicator should be 1. Subfield ‘$a’ is the place of publication; subfield ‘$b’ is the name of the publisher, and subfield ‘$c’ is the date of publication.

Punctuation
- Precede a second or subsequently named place of publication, distribution, etc. by a semicolon.
- Precede the name of a publisher, distributor, etc. by a colon.
- Precede the date of publication, distribution, etc. by a comma.
- Follow the date of publication by a period.

Words should not be abbreviated, unless they are abbreviated on the item being cataloged.

300 - PHYSICAL DESCRIPTION
- $a Extent (number of pages)
- $b Other physical details (usually illustration information)
- $c Dimensions (cm)
- $e Accompanying material (for example, “teacher’s guide” or “manual”)

Click on the ‘3’ tab to open the 3xx tags
Click on the field text to display the subfields.
Both indicators are blank

**Punctuation**

- Precede other physical details by a colon.
- Precede dimensions by a semicolon
- Precede each statement of accompanying material by a plus sign.
- Enclose physical details of accompanying material in parentheses.

\$a - Extent. The extent of the item. In records formulated according to ISBD principles, subfield \$a includes all data up to and including the next mark of ISBD punctuation, e.g., a colon ( : ), a semicolon ( ; ), or a plus sign ( + ).

\$b - Other physical details. Further characteristics of an item. In records formulated to ISBD principles, subfield \$b includes all data following a colon ( : ) and up to and including the next mark of ISBD punctuation, e.g., a semicolon ( ; ), or a plus sign ( + ).

**Abbreviations** are used only when they appear on the resource. The exceptions are **no.** and **op.** (which will be used the same way as they were in AACR2: in the title area, abbreviate only when abbreviated on the item; abbreviate in access points), thematic index numbers, voice range (SATB, etc.), and units of measurements.

Use "in." for inches; however, "cm" is no longer considered to be an abbreviation.

Use "stereo" and "mono" (also no longer considered to be abbreviations), but spell out other terms ("quadrophonic," etc.)

**Examples**—

<table>
<thead>
<tr>
<th>300</th>
<th>PHYSICAL DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>* Extent</td>
</tr>
<tr>
<td>b</td>
<td>Other physical details</td>
</tr>
<tr>
<td>c</td>
<td>Dimensions</td>
</tr>
<tr>
<td>d</td>
<td>Color illustrations</td>
</tr>
<tr>
<td>e</td>
<td>Accompanying material</td>
</tr>
<tr>
<td>f</td>
<td>Type of unit</td>
</tr>
<tr>
<td>g</td>
<td>Size of unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300</th>
<th>PHYSICAL DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>* Extent</td>
</tr>
<tr>
<td>b</td>
<td>Other physical details</td>
</tr>
<tr>
<td>c</td>
<td>Dimensions</td>
</tr>
<tr>
<td>d</td>
<td>Computer discs</td>
</tr>
<tr>
<td>e</td>
<td>Accompanying material</td>
</tr>
<tr>
<td>f</td>
<td>Type of unit</td>
</tr>
<tr>
<td>g</td>
<td>Size of unit</td>
</tr>
</tbody>
</table>
Content type

- “a categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived.”
- MARC field 336
- Books = text

336 _ _ $a text $2 rdacontent

Media type

- “a categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource.”
- MARC field 337
- Books = unmediated

337 _ _ $a unmediated $2 rdamedia
Carrier Type

- “a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.”
- MARC field 338
- Books = volume

338 _ _ $a volume $2 rdacarrier

RDA Carrier Types (http://www.loc.gov/standards/valuelist/rdacarrier.html).

Genre/Form Code and Term Source Codes (http://www.loc.gov/standards/sourcelist/genre-form.html).

490 – 830 TITLE PROPER OF THE SERIES

Requires authority work to establish the form of the series title that will always be used

Click on tab four to open the 4xx tags:
490 (cont.) – click on the 490 field text to display the subfields.

490 field is used to record the series as it appears in the prescribed source in the item at hand.

490 0_--If no authority record – Untraced (first indicator 0)

490 1_-- If there is an authority record
  - Series traced (first indicator 1)
  - Use with 830 (authorized form)

490 $a--Transcribe the title proper of the series as found on the bibliographic resource.

490 subfield $v--Give the numbering or other designation of the bibliographic resource within the series if that numbering appears on the item. Include whatever descriptive term (volume, part, etc.) appears with the number.
There are many 5XX fields available, but these are the most often used in KOHA. Additional information can be found at www.loc.gov/marc/bibliographic

500-General Note (No specific 5XX Field)
   Enter notes in subfield a, indicators are left blank.

   500 General information, i.e. contains slides, translated from another language, etc.

504-Bibliography, Etc. Note
   Enter notes in subfield a, indicators are left blank.

   504 Includes bibliographical references (pages 371-378) and index.

505-Formatted Contents Note
   Enter formatted contents note in subfield a, first indicator is 0, second indicator is blank.

   505  0 Chapter 1 -- Chapter 2 -- Chapter 3.

520-Summary, Etc.
   Enter summary in subfield a, assigning source in subfield c, indicators are left blank.

   520 ‡a This is a book about... ‡c From publisher.

Other fields you may use:
508-Creation/Production Credits Note (Not generally used, see 7XX)
511-Participant or Performer Note (Not generally used, see 7XX)
515-Numbering Peculiarities Note
516-Type of Computer File or Data Note
521-Target Audience Note
533-Reproduction Note (microfilm, photocopies, etc.)
546-Language Note

600-651 SUBJECT ADDED ENTRY

Authority records are tools used to achieve consistency among bibliographic records and provide a linking framework for related names and subjects in a catalog, organizing the catalog and assisting users to find resources.

- 600 - Personal name
- 610 - Corporate name
- 650 - Topical term (Most subject headings fit here.)
- 651 – Geographic name

Subject headings:
If additional subject headings are needed on the bib record, try to locate additional subject heading using the ellipses; or locate a subject heading from another record then copy and paste it into the bib record you want to enhance. If you cannot find the exact heading you want to use, try to follow the example of an established heading from another bib record. Established headings are generally underlined when displaying in a bib record. Using 690 tags for local subject headings is discouraged; instead, try to use an established LC subject and/or genre heading.
Exa. Authority Search results for “mystery”

### Authority search results

<table>
<thead>
<tr>
<th>Summary</th>
<th>Used</th>
<th>Get Id</th>
<th>Other action</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Ellie Avery mystery.</td>
<td>1</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Christian Mystery</td>
<td>1</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Christmas Mystery</td>
<td>1</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Cozy mystery</td>
<td>54</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery stories.</td>
<td>3</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery</td>
<td>6</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery comic books, strips, etc.</td>
<td>17</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery comic books, strips, etc. Juvenile fiction.</td>
<td>2</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery comic books, strips, etc. United States.</td>
<td>1</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
<tr>
<td>Detective and mystery Drama</td>
<td>1</td>
<td>choose</td>
<td>Edit authority</td>
</tr>
</tbody>
</table>

### 700 - Added Entry – Personal Name

Use the ellipses (---) in subfield $a$ to search the “Authority File” for a Personal name. If you cannot find the exact heading you want to use, try to follow the example of an established heading from another bib record. Established headings are generally underlined when displaying in a bib record.

### 710 - Added Entry – Corporate Name

Use the ellipses (---) in subfield $b$ to search the “Authority File” for a Corporate name. If you cannot find the exact heading you want to use, try to follow the example of an established heading from another bib record. Established headings are generally underlined when displaying in a bib record.
Click on tab eight to open the 8XX tab:

830 |  | - SERIES ADDED ENTRY--UNIFORM TITLE

- Authority RGN
- Uniform title
- Language of a work
- Key for music
- Version
- Volume number/sequential designation

830 - click on the field text to display the subfields.

830 - Add “Series Title Entry” -- Uniform Title
Search authorities by clicking the ellipses (---) at the end of the tag.
Enter the series title

[Start search]

Search results for “women’s murder club”
Click on choose.

This automatically adds the series title to 830 tag subfield $a
Enter “0” as the second indicator - “no nonfiling characters”.

Exa. Use a “2” as the second indicator when A is the first word; or use a “4” as the second indicator when “The” is the first word. Add the series number in the “v” subfield.
912 - **LOCAL USE**

Click on tab 9 to open the 9xx fields:

912 – click on the 912 field text to display subfield ‘$a’.

Both indicators are blank. Enter your library’s initials and your initials in subfield $a. (Ex. GIPab)

For additional information about these fields, please refer to the following website: [http://www.loc.gov/marc](http://www.loc.gov/marc)
Example of a minimum level koha record:

The 942 and 999 tags are auto generated. Once you have created a bibliographic record, koha will prompt you to add an item record.